

## **In-home/Relative Providers Subsidy Billing Training Q&A**

*Updated July 20, 2010*

This document answers questions asked by participants at subsidy billing training sessions. More subsidy information is available in the booklet, [Child Care Subsidies: A Booklet for In-home and Relative Child Care Providers](#). For additional questions, please e-mail [communications@del.wa.gov](mailto:communications@del.wa.gov)

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### **Questions and Answers**

#### **I. Provider Eligibility**

**Question:** Does WCCC allow me to bill for step-children?

**Answer:** No. The following persons are not eligible to provide in-home/relative care under Working Connections Child Care (WCCC):

- a) The child biological, adoptive, or step-parent;
- b) The child's legal guardian or the guardian's spouse or live-in partner; or
- c) Another adult acting in loco parentis or that adult's spouse or live-in partner. ([WAC 170-290-0130\(5\)](#))

**Question:** Is my brother-in-law who is my child's uncle able to care for my child in his home? Although he is not related by blood I couldn't find anything that addresses the related by marriage issue.

**Answer:** Yes. The following eligible in-home/relative providers, except those providers residing with a disqualified person, may provide care in either their home or the child's home:

- a) Adult siblings that live outside of the child's home;
- b) Extended tribal family members;
- c) Grandparent or great-grandparent; or
- d) Aunt or uncle, or great-aunt or great-uncle. ([WAC 170-290-0130\(3\)](#))

**Question:** What is an extended tribal member?

**Answer:** An extended tribal family member is defined by the federally recognized tribe to which that the child belongs.

**Question:** My daughter is in the process of adopting a baby. Can I be paid for his care before the adoption is final?

**Answer:** If your daughter is an eligible consumer as defined by [WAC 170-290-0015](#), and you are an eligible provider, you may receive payment from a child care subsidy. Please refer to [WAC 170-290-0130\(3\)](#) to determine if you are able to take care of the child in your own home.

**Question:** Can I bill for six of my grandchildren when they are all from different parents (they are cousins)?

**Answer:** Yes. As a grandmother you are able to take care of the children in their home or your home. ([WAC 170-290-0130\(3\)](#)) However, you are not allowed to take care of the children in a home that is not theirs or yours. For instance, Abby and Brian are both of your grandchildren and are cousins to each other. Abby and Brian live in different homes. You are allowed to take care of them at the same time in your home. However, you are not allowed to receive a child care subsidy payment for care that you provide to Brian in Abby's home or vice versa.

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## **II. Provider Responsibilities**

**Question:** What happens if the parent is not engaged in the authorized activity – but the provider is told the parent is going to school?

**Answer:** As an in-home/relative provider, you are responsible to bill only for actual hours of care provided. Those hours must be authorized by DSHS, and used by the parent for his or her DSHS approved activities. ([WAC 170-290-0138\(5\)](#)) If you are concerned that the parent is not in his or her authorized activity, please contact the WCCC Provider Line at 1.800.394.4571.

**Question:** I know the parent is not working the whole time I have children in care. Is that OK?

**Answer:** As an in-home/relative provider, you are responsible to bill only for actual hours of care provided. Those hours must be authorized by DSHS, and used by the parent for his or her DSHS approved activities. ([WAC 170-290-0138\(5\)](#)) You and the parent are able to make private pay arrangements for care needed for personal reasons that are not authorized. If you are concerned that the parent is not in his or her authorized activity, please contact the WCCC Provider Line at 1.800.394.4571.

**Question:** Where is the list of approved parent activities we can charge for?

**Answer:** [WAC 170-290-0040](#) and [45](#) outlines the list of approved activities.

**Question:** Background checks are required every two years, but I have not had to do one in more than 3 years. Why not?

**Answer:** Background checks are required every two years for in-home/relative providers. ([WAC 170-290-0143](#)) If you have not had one in the past three years, please contact the WCCC Provider Line at 1.800.394.4571.

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### **III. Attendance Records**

**Question:** Parents did not sign the attendance sheet weekly. Can I have them write and sign a statement that verifies all information is correct or do they have to go back and sign for every week?

**Answer:** The parent must sign every week. [WAC 170-290-0138 \(8\)](#) requires you to have the parent sign the attendance sheets at least weekly.

**Question:** For In-home/Relative child care, the consumer isn't around for several weeks. How should the attendance sheet be signed?

**Answer:** The individual that is authorized to pick up the child can sign in this instance.

**Question:** Now I know I need to keep records. What happens to me if I get audited and don't have records before today?

**Answer:** Keep documentation that you completed this class and that you are now complying with the record keeping requirements. Do not go back and "recreate" attendance records. Remember that your Invoices must be supported by your attendance records. The new requirement for signatures on attendance records went into effect December 1, 2009.

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### **IV. Rates**

**Question:** How is it determined which child gets the \$2.20 rate and which gets the \$2.17 rate?

**Answer:** When a parent employs an in-home/relative provider, the maximum DSHS pays for child care is \$2.20 per hour for the child who needs the greatest number of hours of care and \$2.17 per hour for the care of each additional child in the family. ([WAC 170-290-0240](#)) Children who qualify for the special needs rate receive the base rate of \$2.20 per hour. ([WAC 170-290-0235](#))

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### **V. Award Letters, Social Services Notices and Invoices**

**Question:** Why is the phone number on the award letter wrong?

**Answer:** Not all award letters have been updated with the WCCC Provider Line phone number. For any questions you have about your award letter, contact the WCCC Provider Line at 1.800.394.4571.

**Question:** On the Invoice, what do the terms "provider" and "payee" mean? They seem interchangeable, so where should the provider sign on the Invoice?

**Answer:** The Invoices are used for a variety of services, not just for child care. There are situations when the provider and payee is not the same individual. For child care, it is preferred that providers sign in the “provider signature” box.

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## **VI. School-Holiday Hours**

**Question:** Can you bill for a school-aged child’s sick day if those days put the hours over the regular total units. Example: child is sick three days and stays home from school with provider and it puts the hours over the allotted 120 hours by six hours. Do they put six hours in the school holiday care box?

**Answer:** Yes. You are to bill hours in the “School Holiday Care” box only if you cared for a school-aged child during hours the child normally would be in school and you provided care for more hours than printed in the regular “units” box. In the example above, place six hours in the “School Holiday Care” box.

**Question:** Do children who are not yet 5 years old that attend programs like Head Start or ECEAP qualify for school holiday care?

**Answer:** No. School-holiday hours are only for school-age children that are 5 years of age or older by September 1.

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## **VII. Field Trips**

**Question:** Can you provide outings (park, pool)?

**Answer:** Yes, you can take the child on outings. It is the parent’s responsibility to monitor the care that you provide to make certain that the child’s environmental, physical, nutritional, emotional, cognitive, safety and social needs are being met. ([WAC 170-290-130\(7\)](#))

**Question:** Can we take the children to the public swimming pool or river?

**Answer:** Yes. It is the parent’s responsibility to monitor the care that you provide to make certain that the child’s environmental, physical, nutritional, emotional, cognitive, safety and social needs are being met. ([WAC 170-290-130\(7\)](#))

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## **VIII. Special Needs**

**Question:** Can I get paid for a special needs child under school-age?

**Answer:** Yes.

**Question:** What does special needs mean and include?

**Answer:** There is not a list of physical, mental, emotional or behavioral conditions that qualify as special needs. If the child that you are providing care for needs a higher level of care, he or she may qualify. It is the responsibility of the parent to work with DSHS to decide if the child qualifies for the special needs rate.

**Question:** What if the parent will not seek diagnosis or special needs rate for the child, but as the provider, I believe the child needs extra help. What can I do?

**Answer:** You can talk to the parent about your concerns, but it is the responsibility of the parent to work with DSHS to decide if the child qualifies for the special needs rate.

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#### **IX. Subsidy Billing Training Class – Payment and Requirements**

**Question:** Can we get paid for these hours of subsidy training?

**Answer:** Yes, you will be paid for four hours of training at your authorized hourly rate per child.

**Question:** What if we don't have our provider number with us at the training, will we get paid?

**Answer:** It is your responsibility to have your provider number with you when you take the training. If you do not have your provider number, your payment for taking the training will be delayed.

**Question:** Will providers be required to take a subsidy billing class each year?

**Answer:** As a member of SEIU 925, you are required to take this training once during the current contract period (July 2009 – June 2011).

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